



MACPIE BERHAD
Registration No. 200501002315 (679361-D)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE
SIXTEENTH ANNUAL GENERAL MEETING (“16TH AGM” OR “MEETING”)**


<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
30 November 2021 (Tuesday)	11.00 a.m.	7th Floor, Menara Lien Hoe No. 8, Persiaran Tropicana Tropicana Golf & Country Resort 47410 Petaling Jaya Selangor Darul Ehsan

MODE OF MEETING

- In view of the COVID-19 outbreak and as part of the safety measures, the 16th AGM of Macpie Berhad (“**Macpie**” or the “**Company**”) will be conducted on a virtual basis through live streaming and online remote participation and voting (“**RPV**”) from the Broadcast Venue.
- The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman to be present at the main venue of the 16th AGM.
- All shareholders of the Company (“**Shareholders**” or “**Members**”) or his/her/its Proxies/Corporate Representatives/Attorneys who wish to attend, participate and vote remotely at the 16th AGM have to register themselves via the RPV platform, the details of which are set out below.
- No Shareholders/Proxies/Corporate Representatives/Attorneys will be allowed to be physically present at the Broadcast Venue on the day of the 16th AGM.
- Only Members whose names appear on the General Meeting Record of Depositors as at 23 November 2021 shall be eligible to attend, participate and vote at the 16th AGM or appoint Proxy(ies)/Corporate Representative(s)/Attorney(s) to attend, participate and vote on his/her/its behalf.

RPV

1. With the RPV facilities, Members may exercise their rights to attend, participate (including to pose questions to the Board of Directors (“**Board**”) of the Company) and vote at the 16th AGM.
2. The procedures for the RPV in respect of the live streaming and remote voting at the 16th AGM are as follows:

Procedures		Action
Before the 16th AGM		
1.	Register as participant in Virtual 16th AGM 	<ul style="list-style-type: none"> Using your computer, access the website at https://rebrand.ly/Macpie16thAGM If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and enter your email followed by Next to fill in your details to register for the 16th AGM session. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS). Please refer to the tutorial guide posted on the same page for assistance.
2.	Submit your online registration	<ul style="list-style-type: none"> Shareholders who wish to participate and vote remotely at the 16th AGM via RPV facilities are required to register prior to the meeting. The registration will open from 11.00 a.m. on 29 October 2021 and close at 11.00 a.m. on 28 November 2021. Clicking on the link mentioned in item 1 will redirect you to the 16th AGM event page. Click on the Register link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for Proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declarations. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. <p><u>Email Notification to Shareholders</u></p> <ul style="list-style-type: none"> System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors of the Company as at 23 November 2021, the system will send you an email to notify you if your registration is approved or rejected after 24 November 2021. If your registration is rejected, you can contact the Company’s Poll Administrator for clarifications or to appeal.
On the day of 16th AGM		
3.	Participate in Virtual 16th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the 16th AGM, while the second will be sent 1 hour before the 16th AGM session. Click Join Event in the reminder email to participate the RPV.
4.	Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have question(s) for the Chairman/Board, you may use the Q&A panel to send your question(s). The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions received throughout the session which are not answered during the 16th AGM will be replied later to your registered email. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

On the day of 16th AGM (Cont’d)		
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the voting session and the duration allowed at the 16th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of RPV Facility	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 16th AGM, the live session will end.

APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

- i. **Member (Individual Member, Corporate Shareholder, Authorised Nominee or Exempt Authorised Nominee) who is appointing Proxy(ies)** to attend, participate and vote at the 16th AGM must ensure the original duly signed and executed Form of Proxy is delivered to the Share Registrar, ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia **not later than 11.00 a.m. on 28 November 2021**. The instrument appointing a proxy transmitted by facsimile or electronic mail will not be accepted.
- ii. The instrument appointing a Proxy shall be in writing under the hand of the Member or of his attorney duly authorised in writing or, if the Member is a corporation, either under its common seal or under the hand of two (2) authorised officers, one of whom shall be a director, or of its attorney duly authorised in writing.
- iii. If a Member is unable to attend the 16th AGM, he/she/it is encouraged to appoint the Chairman of the 16th AGM as his/her/its Proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
- iv. **Corporate Shareholder who is appointing Corporate Representative(s)** instead of Proxy(ies) must send the hardcopy of the following documents to the Share Registrar, ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia **not later than 11.00 a.m. on 28 November 2021**.
 - Certificate of Appointment of Corporate Representative (“**Certificate**”) under the seal of the corporation or in accordance with the provision of its constitution or by two (2) authorised officers (one of whom shall be a director, or of its attorney duly authorised in writing) duly authorised on behalf of the corporation. If the Certificate is not executed under the seal of the corporation or it is only signed by 1 authorised officer, please attach a copy of that corporation’s constitution for verification;
 - Copy of the Corporate Representative’s MYKAD (for Malaysian) / Passport (for non-Malaysian); and
 - Corporate Representative’s email address and mobile phone number.
- v. **Member who is appointing Attorney(s)** instead of Proxy(ies) must send the hardcopy of the following documents to the Share Registrar, ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia **not later than 11.00 a.m. on 28 November 2021**.
 - Power of Attorney which is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

- Copy of the Attorney’s MYKAD (for Malaysian) / Passport (for non-Malaysian); and
- Attorney’s email address and mobile phone number.

REVOCATION OF PROXY

Please note that if a Member has submitted his/her/its Form of Proxy prior to the 16th AGM and subsequently decides to personally attend and participate in the 16th AGM via RPV platform, the Member must contact ShareWorks Sdn Bhd via the contact details set out below to revoke the appointment of his/her/its proxy **not later than 11.00 a.m. on 29 November 2021**.

POLL VOTING

The voting at the 16th AGM will be conducted by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mlabs Research Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Independent Scrutineer to verify the poll results.

The Independent Scrutineer will verify the poll results and the Chairman will declare whether the resolutions are duly passed or otherwise.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Members may before the 16th AGM submit questions to the Board to ask@macpie.asia not later than **11.00 a.m. on 28 November 2021**. The Board will endeavour to address the questions received at the 16th AGM.

NO RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 16th AGM is allowed.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be **NO** distribution of breakfast/lunch packs, door gifts or food vouchers to the Members or Proxy(ies)/Corporate Representative(s)/Attorney(s) who participate in the 16th AGM.

ENQUIRY

If you have any enquiry prior to the 16th AGM, please contact the following officers during office hours from 9.00 a.m. to 5.30 p.m. (Monday to Friday) (except public holidays) at:

For Registration, logging in and system related:-
MLABS Research Sdn. Bhd.

Name	: Mr. Bryan Leong / Mr. Hong / Ms. Eris Yong
Telephone No.	: +603-7688 1013
Email	: vgm@mlabs.com

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(Cont’d)

For Proxy and other matters:

ShareWorks Sdn. Bhd.

Name : Mr. Fong Wee Liam or Mr. Kou Si Qiang

Telephone No. : +603-6201 1120

Email : ir.@shareworks.com.my